



Redacting Personal Information

Counsel is reminded that, per the General Order dated 05/29/2003, personal identifiers must be not included in documents that are filed with the Court and which are NOT filed under seal. According to the General Order, these identifiers are:

Social Security numbers. If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.

Names of minor children. If the involvement of a minor child must be mentioned, only the initials of that child should be used.

Dates of birth. If an individual's date of birth must be included in a pleading, only the year should be used.

Financial account numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used.

The responsibility for redacting this information rests solely with the filer. Remember, documents filed electronically are available to the public via PACER.

The General Order, *Public Access to Electronic Case Files*, can be found on the WAWD website.

TRAINING CLASSES

At the US District Courthouse, 700 Stewart, Seattle

May 18, 1 - 3 pm

June 7, 10 - 12 pm

At the US District Courthouse, 1717 Pacific Ave, Tacoma

May 12, 9 - 11 am AND 1 - 3 pm

June 9, 9 - 11 am AND 1 - 3 pm



To pre-register for classes, please call the:

**ECF Help Desk
(866) 323-9293**

Important Notice

The CM-ECF system will be unavailable from

**May 13, 6 pm -
May 16, 6 am**

Plan your filings ahead.

The NEW PDF Stamp

One of the new features of Version 2.4 of the CM-ECF system is the inclusion of the PDF stamp on documents filed. This header includes the case number, the filing date, and the docket number. This is an optional feature, and may be turned "off" by the external user. To do this, go to "Utilities" in the blue menu bar, then "Maintain Your Account." In the "User Account" screen uncheck the box "Add Headers to PDF Documents," then click "Submit."

To use a previously filed document as an attachment that already has a PDF header, do this:

1. Turn off the PDF header feature (as described above).
2. Open the document to be used as an attachment.
3. Save the document to your computer.
4. Finally, return to the "Maintain Your Account" screen and turn on the PDF header as described above.

Q & A

" I just filed a document with information that should have been redacted.

What should I do?"

If personal information is inadvertently included in an electronic filing, counsel can re-file a redacted version of the document using the special event, Redacted Document found in the category Other Documents. After the redacted document is filed electronically, the clerk of the court will restrict access to the initial filing that contains the personal identifiers. For more information, see the General Order dated 05/29/2003.

Tips and Tricks



When filing two documents one after another, simply click on either "Civil" or "Criminal" in the blue menu bar. This will clear the system so that you can begin your next filing. Do NOT use the browser's "Back" button.

Remember that a filer has only 15 days to access the "free peek." Following that time, when the Notice of Electronic Filing (NEF) recipient clicks on the number hyperlink, he/she will be prompted for the PACER login and password.

Changing the e-mail addresses of support staff who receive Notices of Electronic Filing is a simple process.

1. After signing in to the CM-ECF system, click on "Utilities" in the blue menu bar.
2. Click on "Maintain Your Account"
3. At the bottom of the account information screen, click on the "Email Information " button.
4. Check the box next to the phrase "to these secondary email addresses" and enter the email addresses of support staff separated with commas. **Do NOT uncheck the box "to my primary e-mail address."**
5. Click on the button "Return to Account Screen" AND then the "Submit" button on the next screen.

The new Written Opinions Report

The free Written Opinions Report contains "document(s) issued by a judge or judges of the court, sitting in that capacity, that sets forth a reasoned explanation of the court's decision." Filed in .pdf format, these opinions are all text-searchable in compliance with the E-Government Act of 2002. Remember, there is no PACER fee to view this report. It can be found by clicking on "Reports" in the blue menu bar.

ECF					Civil	Criminal	Query	Reports	Utilities	Logout	?
Written Opinions Report											
U.S. District Court -- WESTERN DISTRICT OF WASHINGTON											
Filed Report Period: 4/15/2005 - 4/29/2005											
Case Number & Name:	Date Filed:	Doc. #	Description:						Notes:		
3:00-cv-05672-RJB Powell v. Lehman	04/27/2005	27	ORDER DENYING PETITION FOR WRIT OF HABEAS CORPUS adopting Report and Recommendation re 54 REPORT AND RECOMMENDATION, re 1 Petition for Writ of Habeas Corpus filed by Jerome Powell. It is hereby ORDERED that the recommendation of the magistrate judge in the Report and Recommendation of the Magistrate Judge 54 is ADOPTED, based upon the reasoning herein. The petition for writ of habeas corpus is DENIED, and this case is DISMISSED WITH PREJUDICE. Signed by Judge Robert J. Bryan.(JL)						Office: Tacoma Case Flags: Appeal, Case Closed, Law Clerk A NOS: Habeas Corpus (General) Cause: 28:2254 Petition for Writ of Habeas Corpus (State)		
3:03-cv-05047-FDB General Construction v. Zurich American Ins	04/25/2005	139	ORDER that Berger/ABAM's Motion for Summary Judgment 121 is DENIED by Judge Franklin D. Burgess (CAR,)						Office: Tacoma Case Flags: Consolidated, Law Clerk C NOS: Insurance Cause: 28:1332 Diversity-Insurance Contract		
3:03-cv-05292-JET Moore v. USA	04/25/2005	34	ORDER The Court declines to issue a Certificate of Appealability because Defendant has failed to make "a substantial showing of the denial of a constitutional right." 28 U.S.C. sec 253(c)(2). re 32 Supplement filed by Mazie A. Moore, by Judge Jack E. Tanner. (DK,)						Office: Tacoma Case Flags: Case Closed, Law Clerk B NOS: Prisoner: Vacate Sentence Cause: 28:2255 Motion to Vacate / Correct Illegal Sentenc		
3:03-cv-05524-KLS Gordon v. Barnett et al	04/25/2005	66	ORDER denying 64 Plaintiff's Motion for Reconsideration by Judge Karen L. Strombom.(TW,)						Office: Tacoma Case Flags: Case referred, Consent, Jury Demand, Law Clerk A, Protective Order NOS: Prisoner: Civil Rights Cause: 42:1983 Prisoner Civil Rights		
3:03-cv-05662-FDB RSL DIRECTV, Inc.	04/18/2005	61	ORDER denying 54 Motion to Set Aside Judgment against Winfield Ezell Jr by Judge Robert S. Lasnik.(RS,)						Office: Tacoma Case Flags: Case Closed, Case		